

St. John the Baptist - Weekly Cleaning Guidelines

Make me a clean heart, O God, and renew a right spirit within me.

Psalm 51:10

Coffee Hour Room and Bathrooms

Time: 20 minutes

Begin when most of the people have left for adult forum, or for their cars.

1. **Women's Bathroom.** Clean and disinfect the women's bathroom: *Always work from clean to dirty, and top to bottom.*

Equipment needed (please look under the bathroom sink):

- Disposable gloves
- 2 microfiber cloths
- Clorox Bathroom Cleaner
- Toilet Bowl Cleaner
- Windex
- 13 gallon trash bag
- Dustpan and brush (in corner by door)

a) Put on disposable gloves.

b) Spray Clorox Bathroom Cleaner on porcelain surfaces to allow for dwell time, which is the time it takes for the cleaner to destroy germs and viruses completely.

Dwell time for this cleaner is 10 minutes. Spray the following areas:

- door knobs
- sink and faucets
- handles on the inside and outside of both stall doors
- toilet tank, handle, hinges, outside of lid and outside of bowl
- underside of lid, top and underside of seat
- along the outside of the rim (not in the bowl)

c) Allow the spray to sit on these surfaces while you do the following:

- Squirt the Toilet Bowl Cleaner around the inside rim of both toilets, according to the package instructions. Do not close the lids. Allow the toilet cleaner to sit.
- Spray the mirror with Windex and wipe with a paper towel.
- Refill paper towels and toilet paper as needed. Paper towels are under the sink and toilet rolls are on the shelf in the table behind the door.
- Use dustpan and brush to pick up any debris on the floor.
- Empty trash and replace the trash bag. Trash bags are next to the toilet rolls in the table behind the door.

d) Using the FIRST microfiber cleaning cloth, and working from clean to dirty, wipe in the same order that you sprayed:

- door knobs
- sink and faucets
- handles on the inside and outside of both stall doors

- e) Go into the first stall and wipe,
- toilet tank, handle, hinges, outside of lid and outside of bowl
 - underside of lid, top and underside of seat
 - along the outside of the rim
- f) Using the SECOND microfiber cleaning cloth, wipe the same thing in the same order in the second stall. (See **How to clean a toilet** https://www.youtube.com/watch?v=IC2yyqx_s8o for more information.)
- g) Finally, use the toilet brush to scrub the bowl in each stall. Flush the toilet, and then use the toilet brush to push the water down the drain, past the water line. Use the microfiber cloth to wipe up any spilled cleaner. Place dirty microfiber cloths in the blue bucket under sink.

2. Men's Bathroom. Clean and disinfect the toilet and urinals in the men's bathroom: *Always work from clean to dirty, and top to bottom.*

Equipment needed (please look under the bathroom sink):

- Disposable gloves
 - 2 microfiber cloths
 - 1 scouring pad
 - Clorox Bathroom Cleaner
 - Toilet Bowl Cleaner
 - Windex
 - 4 gallon trash bag
 - Dustpan and brush
- a) Follow the directions under #1, a – b to spray the stall handles, bathroom sink, and toilet. Also, spray the outside and inside of the urinal, as well as the handle and the immediately surrounding wall tiles.
- b) Follow the directions under #1, c – e, and g, using the FIRST microfiber cloth when needed.
- c) Finish cleaning the urinals. Using the SECOND microfiber cloth, wipe the surrounding tile, handles, and the outside of the urinals, working from clean to dirty.
- d) Using the scouring pad, scrub the inside of the urinal, paying attention to stains and drains. Lift up the blue urinal screen and clean under it, and then center the screen over the drain. Flush the urinal. For inspiration, see **How to clean a urinal** <https://www.youtube.com/watch?v=XWX6NFLGUAM>
- e) Place the SECOND microfiber cloth and scouring pad in the blue bucket.

3. Coffee Hour Room Cleanup.

- a) After the coffee hour hosts have cleared and wiped the tables, sweep using the floor broom. The broom is located to the right in the cleaning closet, which is next to the coat rack.
- b) Empty the trash cans in the coffee hour room, and replace the trash bags. The 35 to 40 gallon trash bags for these cans are stored on the bottom shelf of the white cabinet next to the sink in the kitchen. Stretch the bag over the mouth of the brown can (it will fit).
- c) Sweep the stairwell outside the coffee hour room doors, and put the leaves and debris in the trash bags. A dust pan and brush is located in the cleaning closet.
- d) Place bags of trash in bins directly across from the coffee hour room entrance.

Please let Gina Paladinetti or Leslie Altena know if you notice we are low on supplies, or you have questions. Email coffeecoord@gmail.com or text 267-992-1573.